



DEPARTMENT OF EMERGENCY MANAGEMENT CORONAVIRUS RELIEF FUND

REPORT ON AUDIT FOR THE YEAR ENDED JUNE 30, 2020

Auditor of Public Accounts

Staci A. Henshaw, CPA

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AUDIT SUMMARY

Our audit of the federal Coronavirus Relief Fund, administered by the Department of Emergency Management (Emergency Management), for the fiscal year ended June 30, 2020, found:

- proper recording and reporting of all transactions, in all material respects, in the Commonwealth's accounting and financial reporting system and in the Federal Schedules attachment submitted to the Department of Accounts;
- no matters involving internal control and its operations necessary to bring to management's attention;
- no instances of noncompliance with applicable laws and regulations or other matters that are required to be reported; and
- adequate corrective action with respect to audit findings applicable to Emergency Management in the 2020 Commonwealth of Virginia Single Audit Report's Summary Schedule of Prior Audit Findings.



Staci A. Henshaw, CPA
Auditor of Public Accounts

Commonwealth of Virginia

Auditor of Public Accounts

P.O. Box 1295
Richmond, Virginia 23218

February 2, 2021

The Honorable Ralph S. Northam
Governor of Virginia

The Honorable Kenneth R. Plum
Chairman, Joint Legislative Audit
and Review Commission

We have audited the financial records and operations of the federal **Coronavirus Relief Fund**, administered by the **Department of Emergency Management (Emergency Management)**, for the year ended June 30, 2020. We conducted this audit in accordance with auditing standards generally accepted in the United States of America and the standards applicable to financial audits contained in Government Auditing Standards, issued by the Comptroller General of the United States, in support of the Commonwealth's Single Audit. Those standards require that we plan and perform the audit to obtain sufficient, appropriate evidence to provide a reasonable basis for our findings and conclusions based on our audit objectives. We believe that the evidence obtained provides a reasonable basis for our findings and conclusions based on our audit objectives.

Audit Objectives

Our audit's primary objective was to audit the federal **Coronavirus Relief Fund** in support of the Commonwealth's Single Audit. In support of this objective, we evaluated the accuracy of recorded financial transactions in the Commonwealth's accounting and financial reporting system and in the Federal Schedules attachment submitted to the Department of Accounts. We reviewed the adequacy of Emergency Management's internal controls over compliance with applicable laws, regulations, contracts, and grant agreements; and reviewed corrective actions with respect to audit findings applicable to Emergency Management in the 2020 Commonwealth of Virginia Single Audit Report's Summary Schedule of Prior Audit Findings.

Audit Scope and Methodology

Emergency Management's management has responsibility for establishing and maintaining internal control and complying with applicable laws, regulations, contracts, and grant agreements. Internal control is a process designed to provide reasonable, but not absolute, assurance regarding the reliability of financial reporting, effectiveness and efficiency of operations, and compliance with applicable laws, regulations, contracts, and grant agreements.

We gained an understanding of the overall internal controls, both automated and manual, sufficient to plan the audit. We considered materiality and risk in determining the nature and extent of our audit procedures. Our review encompassed controls over the federal Coronavirus Relief Fund.

We performed audit tests to determine whether Emergency Management’s controls over the federal Coronavirus Relief Fund were adequate, had been placed in operation, and were being followed. Our audit also included tests of compliance with provisions of applicable laws, regulations, contracts, and grant agreements. Our audit procedures included inquiries of appropriate personnel; inspection of documents, records, and contracts; and observation of Emergency Management’s operations. We performed analytical procedures and tested details of transactions to achieve our objectives.

A nonstatistical sampling approach was used. Our samples were designed to support conclusions about our audit objectives. An appropriate sampling methodology was used to ensure the samples selected were representative of the population and provided sufficient, appropriate evidence. We identified specific attributes for testing each of the samples and, when appropriate, we projected our results to the population.

Conclusions

We found that Emergency Management properly stated, in all material respects, the amounts recorded and reported in the Commonwealth’s accounting and financial reporting system and in the Federal Schedules attachment submitted to the Department of Accounts for the federal Coronavirus Relief Fund.

We noted no matters involving internal control and its operation that we consider necessary to be reported to management. The results of our tests of compliance with applicable laws, regulations, contracts, and grant agreements disclosed no instances of noncompliance or other matters that are required to be reported under Government Auditing Standards.

The results for the Commonwealth’s Single Audit for the year ended June 30, 2020, are contained in a separate report, which is available on our website at www.apa.virginia.gov.

Emergency Management has taken adequate corrective action with respect to audit findings applicable to Emergency Management in the 2020 Commonwealth of Virginia Single Audit Report’s Summary Schedule of Prior Audit Findings.

Report Distribution

We provided a draft of the report to management for review on April 6, 2021.

This report is intended for the information and use of the Governor and General Assembly, management, and the citizens of the Commonwealth of Virginia and is a public record.

Staci A. Henshaw
AUDITOR OF PUBLIC ACCOUNTS

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DEPARTMENT OF EMERGENCY MANAGEMENT

As of June 30, 2020

Curtis Brown
State Coordinator

Cheryl Adkins
Deputy State Coordinator for Financial Management and Chief Financial Officer